

General Handout

2006 Regulatory Updates: Packaging & Shipping Patient Specimens and Cultures

February 23, 2006
1:00 pm – 2:00 pm EST.

There are several ways to participate in the teleconference. The only technical requirement for this program is a telephone, preferably a speakerphone. Participants must call into the teleconference toll-free number at the appropriate time. Participants can follow the speaker's presentation with copies of lecture handouts. To enhance the teleconference experience, the speaker's presentation can also be viewed on a computer screen or projected using a on a LCD Projector connected the computer.

TELEPHONE CONNECTION:

A telephone, preferably a speaker phone, is required to participate in this conference. Participants must call the toll-free number listed below. Please use one phone line per site.

CALL DATE: FEB-23-2006 (Thursday)

CALL TIME: The program begins promptly at 1:00 PM (EST), dial in 12:30 PM (EST)

TOLL-FREE NUMBER: 877-918-3016

PASSCODE: PACKAGE

DURATION: 60 minutes

LEADER: Denise Korzeniowski (Core-zen-os-key)

Please note: The phone number is a “listen only” conference bridge.

Course Materials

Presentation and handouts will be posted one week before the teleconference at:

<http://www.phppo.cdc.gov/nltN/NPHTCS/ps02232006.aspx>

BEFORE THE TELECONFERENCE

1. Print speaker handouts and duplicate for participants.
2. To enhance the teleconference:
 - a. Use a speaker phone.
 - B. Load the PowerPoint speaker's presentation on to a computer connected to a LCD projector, if available.

ON THE DAY OF THE TELECONFERENCE

1. Participants are encouraged to dial in early. It may take a few minutes for the connection to become active.
2. The toll-free dial-in number will become active at 12:30 PM (EST).
3. Please use one phone line per site.
4. The operator will ask the caller for the passcode and the leader's name. The teleconference will begin promptly at 1:00 PM (EST).
5. For technical difficulties with the telephone connection during the teleconference, the site representative should stay on the line and dial *0. **Do not hang up.** Most technical difficulties are resolved within 10 minutes.

6. To enhance the teleconference, synchronize the PowerPoint handout displayed on your computer with the teleconference.
7. If time permits, a 10-minute question and answer session will end the program. The operator will instruct participants to:
 - a. Dial *1 with a question
 - b. Dial *2 to withdraw a question.
 - c. When asking a question, please do not provide personal information.
8. If a question is not answered during the broadcast, please email the question to neoffice@nltn.org. The speaker will respond by email.

AFTER THE TELECONFERENCE

An online system will be used to process course evaluations and distribute CEU* certificates. This process requires access to the World Wide Web. A valid email address is also required. A personal email account is not necessary. For individuals without a personal email address, a valid laboratory or institutional email address is acceptable. The evaluation/CEU URL will be activated at the conclusion of the conference and will be available until March 23, 2006. **Please note: NLTN and PHTN will not fax, mail or email CEU certificates.**

1. Each participant must register and complete an evaluation form. The registration and evaluation process takes several minutes. For returning participants, the evaluation process is even shorter.
2. To register, each participant must log on to: www.cdc.gov/phtnonline

Click on “New Participant” to enter demographic information.

OR

Click on “Participant Login” if returning to this website.

3. Follow the prompts through the registration and evaluation process
4. Course verification code: **PACKAGE**
5. At the end of this process each participant will be able to print a CEU certificate.
6. If participants encounter problems with this process, contact PHTN:
 - a. Email: CE@cdc.gov
 - b. Fax: 404-639-0800
 - a. Phone: 1-800-41-TRAIN (press 1 then 5) or 404-639-1292, during business hours (Monday-Friday) 8 am - 4:30 pm E.T. After hours, you may leave a voice message. You will be contacted the next business day.

* CA and FL CEU's are available and can be requested on the evaluation form. A FL licensure number is required and must be entered on the evaluation. CA certificates will be mailed 6-8 weeks after the program. FL CEU credit will be forwarded to CE Broker.